

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

MECHANICAL WORKER

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Mechanical Worker is the first and entry level in a five level Mechanical series. Incumbents are responsible for performing minor vehicle maintenance and assisting with more complex vehicle maintenance activities.

Distinguishing characteristics within the class, depending upon specialized area of assignment are, responsibility for performing routine body and fender repairs, inspect and assist with minor air conditioning maintenance and repairs, equipment servicing, or tire maintenance under close supervision.

The Mechanical Worker is distinguished from the Assistant Mechanical Technician, which is responsible for performing semi-skilled vehicle maintenance activities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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|----|---|----------------|
| 1. | Performs preventative maintenance and servicing activities which, depending on assignment, may include: changing oil; changing filters; applying lubricants; checking fluid levels; inspecting brakes, chassis components, and tires; and performing other related activities. | Daily 50% |
| 2. | Assists in performing minor repairs to vehicles and equipment which, depending on assignment, may include: changing tires; repairing and replacing brakes; identifying and repairing air conditioning and heating system leaks; replacing vehicle components; troubleshooting and repairing hydraulic systems; replacing motors, pumps, and cylinders; changing engine gaskets and parts; and/or performing other related activities. | Daily 20% |
| 3. | Uses and maintains a full set of hand, power and shop tools and equipment related to the work, observing safe work methods and utilizing safety equipment related to the work. | Daily 20% |
| 4. | Performs vehicle safety inspections to ensure proper and safe functioning of applicable vehicles and equipment. | Daily 5% |
| 5. | Assists in performing welding, cutting, and fabrication of metal materials for vehicle and/or equipment repairs and/or modifications. | Weekly 5% |
| 6. | Performs other duties of a similar nature or level. | As Required |

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POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Equipment Servicing may be responsible for:

- Adjusting and diagnosing hydraulic and air brake systems, including machining rotors and drums, flushing lines, repairing air leaks, and changing out valves;
- Repairing and maintaining vehicle electrical systems;
- Repairing and maintaining engine fuel systems.

Positions assigned to Heating, Ventilation and Air Conditioning (HVAC) may be responsible for:

- Maintaining and repairing vehicle heating, cooling systems, and refrigerant recovery equipment;
- Draining and adding coolant and refrigerant.

Positions assigned to Tire Maintenance may be responsible for:

- Mounting and balancing tires, which includes matching diameters and tread designs of replacement tires;
- Repairing worn or defective tires, tubes, and wheels utilized on vehicles and equipment.
- Disposal of waste tires and wheels.

Positions assigned to Body & Fender Repairs may be responsible for:

- Repairing and modifying body and fenders on vehicles and equipment;
- Sanding, puttying, priming, and painting vehicle and equipment services;
- Repairing fare boxes and seats.

Training and Experience (positions in this class typically require):

- High School Diploma, or GED, and one year of related experience are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

Licensing Requirements:

- Basic Class C License
- Commercial Class B License

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Knowledge (position requirements at entry):

Knowledge of:

- Applicable tools and equipment utilized in assigned area or responsibility;
- Applicable terminology utilized in the trade;
- Cultural diversity;
- Safe work practices and procedures.

Skills (position requirements at entry):

Skill in:

- Coordinating and implementing preventative maintenance to applicable vehicles and equipment
- Troubleshooting, diagnosing, and resolving vehicle and equipment problems, and malfunctions
- Monitoring and participating in the preparation and maintenance of operational reports, logs and records
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises, and travel.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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Classification History:

Draft prepared by Fox Lawson & Associates (LM)

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